

Emergency Action/Fire Prevention Plan

This Emergency Action Plan AND Fire Prevention Plan has been developed for this establishment to comply with 29 CFR 1910.38. The purpose of this plan is to establish managerial and employee actions for fires, accidents, violent storms, earthquakes, releases of hazardous chemicals into the atmosphere and chemical spills, or any other catastrophe.

The responsible employee has the ultimate approval, implementation, and annual review responsibilities for this plan and to assure the plan is understood and followed by all employees. All new employees will be thoroughly instructed in this plan before they begin their initial work assignments and told where the plan will be kept. An up-to-date copy of this plan is always kept in location in facility.

A. PLANT EVACUATION

An alarm¹ to signal a full evacuation of this work place will be by the following means:

Whenever the alarm sounds, the entire plant will evacuate by designated routes to predetermined assembly areas. Wherever possible, a full evacuation drill covering all employees will be held on the first business day² of _____.

Once an evacuation is begun, it will be carried to completion even if it is known to be a "false alarm." Re-entry³ will not be permitted until the "all clear" is sounded.

B. EMERGENCY ESCAPE PROCEDURES AND EMERGENCY ROUTES

Appendix A of this plan includes illustration of the plant layout, emergency escape routes for each department and the designated meeting locations for each department.

In case of any emergency, *unless employees are exposed to immediate serious danger*, employees

¹ Refer to 29 CFR 1910.165 for additional details concerning employee alarm systems. For those employers with 10 or fewer employees, direct voice communications is an acceptable alarm system.

² Drill frequencies will vary; in some facilities, 6 month to 1 year intervals may be sufficient. In many medium and large industrial facilities, partial evacuation may be acceptable in certain circumstances.

³ Review 29 CFR 1910.120 for proper procedures to follow for re-entry particularly if the reason for evacuation was a chemical release where the concentration was unknown even if one suspects it was not a significant amount.

shall activate the facility alarm system (see above) and then leave the affected work area immediately via the emergency route assignments posted in their work area and reproduced in Appendix A ***unless the route is blocked by the emergency and cannot safely be passed by.*** An alternative route, remote from the emergency incident shall be designated by

_____ and will be used for emergency egress. Before implementation of this plan, a primary evacuation route and at least one alternate route will be designated. All primary emergency escape routes and designated meeting locations will be provided to each employee and approved by responsible employee as part of the emergency planning process.

An orderly evacuation will be supervised by responsible employee who will check all rooms/enclosed spaces and report any problems via telephone, radio, or other means to responsible employee. Wherever applicable, they will also insure that all fire doors are closed on their way out and report to their designated meeting location.

Responsible employee ***will provide for the specialized evacuation of any disabled employees.***

C. CRITICAL OPERATIONS OR PROCESSES

responsible employee will determine if there are any critical facility operations or processes which need to be shut down or inactivated before total evacuation is completed and will designate such processes and the employees⁴ to accomplish the shut down in advance. Where applicable, responsible employee will assure that emergency shut down procedures are conspicuously posted on each machine or at each process.

Currently, the following are the critical facility operations or processes which need to be shut down or inactivated before total evacuation is completed:

If an identified critical operation or process cannot be shut down or requires a substantial time delay, the responsible employee must be so notified when possible with the full explanation of the situation.

⁴ Only process operators who are appropriately trained in 29 CFR 1910.120 may re-enter any area where the release is above the PEL or unknown in concentration. This training must be at the HAZMAT TECHNICIAN or SPECIALIST level.

D. POST EVACUATION ACCOUNTABILITY OF ALL PEOPLE

When the facility has been evacuated and all employees have arrived at their designated meeting places, a head count and accounting of any missing people will be taken when possible by responsible employee. The names and known or suspected locations for all unaccounted people will be sent to the responsible employee.

Any stragglers and the known location and condition of any injured people and will be reported to responsible employee.

E. RESCUE AND MEDICAL DUTIES

responsible employee(s) is/are expected to perform rescue or medical/first aid⁵ duties if/when needed in case of an emergency at this site. If no employees are designated to perform medical emergency services, call _____ (list who you want to be called – 911, the Fire Department or other Emergency Responder services) to perform all emergency response duties as needed. Otherwise, any rescue or first-aid attempts for trapped or injured persons is voluntary and is governed by the rules of common sense.

If anyone is trapped and/or injured in the emergency or during the evacuation, the situation and location shall be noted and communicated to responsible employee when possible.

F. PREFERRED MEANS OF REPORTING FIRES AND EMERGENCIES

Activate the facility's alarm or call the responsible employee or service and communicate the particulars of the incident when possible. If no one can be reached, dial **911** and give the particulars of the emergency to the dispatcher. The following are the person(s) to contact for information on this emergency action plan:

<u>Name(s)</u>	<u>Address and Telephone Number</u>
_____	_____
_____	_____
_____	_____
_____	_____

⁵ If the facility has designated first aid responders, refer to 29 CFR 1910.1030 for the requirements for training, personal protective equipment and a written *Exposure Control Plan* for preventing potential exposure to *bloodborne pathogens*.

G. TRAINING

Before implementing this emergency action plan, responsible employee will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees and will review the plan with each employee covered by the plan at the following times:

- Initially when the plan is developed,
- Whenever the employee's responsibilities or designated actions under the plan change, and
- Whenever the plan is changed.

Responsible employee will review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. This written plan⁶ will be kept at the location and made available for employee review.

⁶For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

FIRE PREVENTION PLAN

A. MAJOR WORKPLACE FIRE HAZARDS, POTENTIAL IGNITION SOURCES, CONTROLS AND FIRE PROTECTION EQUIPMENT AVAILABLE

The following are the major workplace fire hazards AND potential ignition sources at this facility, their proper handling/storage and control procedures, and the type of fire protection equipment or systems for prevention, control, or extinguishment of fires involving them:

<i>WORK PLACE FIRE HAZARDS AND IGNITION SOURCES⁷</i>	<i>HANDLING, STORAGE⁸ AND CONTROL PROCEDURES</i>	<i>FIRE CONTROL OR PROTECTION EQUIPMENT/SYSTEM</i>

⁷ EXAMPLE: A potential fire hazard at this business is the storage of oily rags inn the mechanic shop. Oily rags may spontaneously ignite therefore such material will be deposited in noncombustible receptacles with self-closing covers which are provided in the shop and will be removed daily from the work areas. Four Class A/B/C, multipurpose dry chemical fire extinguishes are available in the shop. They are mounted in designated areas which shall remain unobstructed.

⁸ EXAMPLE: A potential fire hazard at this business is the improper use and/or storage of flammables such as acetone. Acetone, a Class 1 flammable, will be stored in an approved storage room which meets all the requirements of NEC for hazardous wiring locations, NFPA and 29 CFR 1910.106. Proper grounding and bonding will be assured prior to transferring the acetone from a drum to an approved container for use within the lamination room. Employees will be instructed on the flammability and proper handling of acetone and the use of approved containers for flammables and the need for proper grounding and bonding. The flammable/combustible storage room has a sprinkler system. There are two Class A/B/C fire extinguishes mounted inside the lamination room in designated areas which will remain unobstructed.

B. NAMES OR JOB TITLES OF PERSONNEL RESPONSIBLE FOR USING AND MAINTAINING THE FIRE PREVENTION/CONTROL EQUIPMENT AND SYSTEMS

The following is a list of personnel who will use AND maintain the fire extinguishes the fire prevention/control equipment and systems at this facility:

C. NAMES OR JOB TITLES OF PERSONNEL RESPONSIBLE FOR CONTROL OF FUEL SOURCE HAZARDS

The following are names or job titles of personnel responsible for control of fuel source hazards at this work place.

<i>LIST OF FUEL SOURCE HAZARDS⁹</i>	<i>PERSONNEL RESPONSIBLE FOR THEIR CONTROL</i>

D. HOUSEKEEPING

The responsible employee will assure that accumulations of flammable and combustible waste materials and residues are controlled so that they do not contribute to a fire emergency. The housekeeping procedures that will be followed for this facility are as follows:

⁹**EXAMPLE:** Spray painters are responsible for care and maintenance of the spray booths and ensuring that flammables/combustibles are properly handled and stored.

E. TRAINING

The responsible employee will train all employees of the fire hazards of the materials and processes to which they are exposed by reviewing with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. This written plan¹⁰ will be kept in the workplace and made available for employee review.

F. MAINTENANCE

The responsible employee will regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures for this facility for the control and prevention of fires and fire hazards at this facility are as follows:

¹⁰For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

APPENDIX A

THE S.A.F.E. PROCEDURE

These instructions consist of a four-step procedure that this facility recommends that employees follow during a fire. **This procedure should be memorized by all employees.** Experience has demonstrated that the best response to a plant fire is first, to sound the alarm then let others know there is a fire, then to combat the fire if possible, and finally, to evacuate if necessary. The plan works best when expressed as an easily recalled acronym such as *S.A.F.E.*

S - Sound the Alarm: Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.

A - Alert Others: Quickly tell others in the area of the fire. Do this in a calm, firm manner. **DO NOT CAUSE A PANIC.** Secure the area for the fire department. Close all doors and windows to prevent the spread of smoke and flames. Call security and/or the fire department to give them verification and location of the fire.

F - Fight the Fire: Do this only in the case of a manageable fire, one which you have the training and experience to fight, for example, a fire in a wastebasket. If possible two employees should fight the fire together using two fire extinguishes. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.

E - Evacuate the Area: If necessary.